

RECORDS MANAGEMENT STAFF PAPER NUMBER 2

GENERAL

RECORDS

SCHEDULE



GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
OFFICE OF RECORDS MANAGEMENT

NOVEMBER 1969

FOREWORD

These pages list the official disposal and retention time periods scheduled for hundreds of types of common records that are generally maintained in files of Federal agencies. The National Archives and Records Service, GSA, has obtained Congressional approval for the disposition (i.e. retention or destruction) of the file series listed in this booklet of General Records Schedules. Agencies with special files not indicated in these General Schedules may obtain a special disposition authorization by having the Agency Records Officer submit a Disposition Request (Standard Form 115) to the Congress through the Archivist of the United States. The official record copies in Government files may not be destroyed except as indicated in these General Schedules or in such special authorizations. The work papers, information extra copies, and other non-record materials, as defined by Federal Statute or GSA Regulations, may be scheduled by the Agencies for disposition as meets the Agency needs.

Every disposition instruction in all of the Records Control Schedules of our Agency is based on these Congressional authorizations. In our Agency each new or amended disposition instruction in our Records Control Schedules will indicate the authorization upon which it is based.

On the next page are "Instructions" for the use of these General Schedules. On the following page is the "Table of Contents" listing the nineteen General Schedules authorized to date. Each Schedule includes dozens of items covering various types of files or records series. In the back of this booklet we added a "Cross Reference Index" to assist in locating various types of files in these Schedules.

These disposition instructions are "permissive" in that the records need not be destroyed at the end of the period indicated. But, they do not permit records to be destroyed prior to the end of the period scheduled unless a special authorization is obtained. The record descriptions are intentionally general to enable agencies to adapt them to local situations. In addition our Agency has obtained more than one hundred special authorizations covering many of our unique files. These and the experience of the Central Staff are available to each Records Officer drafting a Records Control Schedule for his component. The Agency Records Administration Officer is responsible for the final review and approval of Records Control Schedules in the Agency and to ensure compliance with Congressional authorizations.

Agency Records Administration Officer
November 1969

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GENERAL RECORDS SCHEDULES

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	<u>SCHEDULE</u>	<u>ITEM</u>
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